RATIONALE
The Cranbourne East Primary School Council has established the following policy for investment of school funds to ensure that the school funds are managed in such a way as to attract the maximum interest rate available.

GOALS
- To monitor school funds and decide if there is the opportunity to invest surplus funds to generate interest revenue for the school.
- To invest with institutions having a low risk.
- To maximise the funds available for investment.

IMPLEMENTATION
- Prepare a cash flow budget to determine cash requirements in any given period and surplus funds available for investment.
- Invest with institutions, which are:
  - prudentially sound and secure,
  - professionally managed, and
  - have strong financial status in its reserves, liquidity and profitability.
- All investments must be included on CASES21 Finance.
- All investments must be lodged in the name of the School Council except for the High Yield Investment Account.
- School Council must ensure the investment account provides sufficient access to funds when needed.
- All receipts and payments must go through the Official Account with the following exceptions:
  - Interest earned and paid into an investment account.
  - Funds deposited by DEECD to the High Yield Investment Account.
- To redeem funds an investment transfer should be completed to shift funds from the investment account to the Official Account.
- Investments in accounts other than the High Yield Investment Account are to be recorded in an Investment Register. The following details should be recorded:
  - Bank Account
  - Bank Title
  - Amount
  - Account Type
  - Interest Rate
  - Investment Date
  - Maturity Date
  - Interest earned
• All investment, or changes to investments, should be approved by School Council and authorized by the Principal and a School Council delegate.

• As a guide, the school will be able to invest as follows:
  o By depositing funds in any credit union, bank or building society,
  o In bank accepted or endorsed bills of exchange, and
  o In negotiable, convertible or transferable certificates of deposits issued by a bank.

**EVALUATION**

• The school will receive the greatest amount of interest possible taking into account the need to invest with a financial institution that is prudently sound and secure.

• School Council will monitor investments for compliance with this policy.

• School Council will review this policy annually.

Ratified by School Council: 26th February 2014
This policy is to be reviewed annually